

NAF PERSONNEL OFFICE- VAB Sub-Region
MWR & CBH Oceana, Dam Neck and Northwest

SEASONAL VACANCY ANNOUNCEMENT
AMENDED*

04/16/03

Does not confer Civil Service Status

POSITION: **FACILITY ASSISTANT**

ANNOUNCEMENT# **VB-37-03 (S)**

Grade: NA-3502-03

Salary: \$7.21-\$7.51

LOCATION: MWR Recreation Division - *Maintenance
Dam Neck Annex, Virginia Beach VA 23461

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: OPEN

(2 Position), Flexible, Unscheduled, Seasonal

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment

DUTIES: Performs a variety of general maintenance tasks by clearing, landscaping, cutting grass, edging, etc., and repairing as needed. Operates a variety of related equipment such as lawn mowers, weed eaters, chain saws, chippers, hedge trimmers, blowers, tillers, etc. Uses all types of hand tools. Services equipment before use and may do minor repairs and adjustments as necessary. Maintains restrooms in clean, orderly and sanitary condition. Picks up debris around surrounding car-wash lot to include bays and drains. Empties all trash receptacles on car wash lot daily. Keeps dispensers well stocked. Submits requests to order supplies, parts and equipment as needed. Performs other related duties as assigned.

QUALIFICATIONS: Must have the ability to operate and perform routine maintenance and repair on a variety of equipment used in outdoor maintenance, such as weed eaters, lawn mowers, etc., reporting any safety discrepancies to the supervisor. Knowledge of basic cleaning and janitorial techniques and procedures as well as the ability to work with basic equipment, materials and supplies used in maintaining facilities in a clean, sanitary state. Must have the ability to follow verbal or written instructions and carry out instructions independently. **Special Requirements:** Must possess and maintain a valid state driver's license, as travel to other sites within the region in the performance of normal duties may be required.

FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Avenue, Bldg. 531 NAS Oceana, Virginia Beach VA 23460.

NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over".

EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. **ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.**

MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the application.

VETERAN: Attach copy of DD-214 to application.

INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD-214 or copy of DD-1173. **ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.**

~ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing the reason for discharge and re-entry codes.

~Active Duty Military: Military regulations require that you obtain a special request authorization (NAFPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non- merit factors".

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)